

California Department of Corrections and Rehabilitation

Office of Audits and Compliance



Disability Placement Program Compliance Review

Mule Creek State Prison

March 8 – March 11, 2010

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**DISABILITY PLACEMENT PROGRAM
COMPLIANCE REVIEW
EXECUTIVE SUMMARY**

**Mule Creek State Prison
March 8 – 11, 2010**

COMPARATIVE STATISTICAL SUMMARY CHART

OVERALL RATING	PHYSICAL PLANT MAINTENANCE RATING	RATING WITHOUT PHYSICAL PLANT MAINTENANCE	LAST AUDIT RATING (10-6-08)
83%	72%	87%	83%

Evaluation Team Members: Jeffrey Thomas (Team Leader), Jim Russell, Michael Brown, Danielle Alford, D. Walker, Chela Ruiz, Rick Grenert, Dorothy Smith, Michael Robinson, Dan Bowen, Jon Swaney, and Cari Dixon.

Below are the Disability Placement Program (DPP) ratings for each area. Areas that have a score below 85 percent require a corrective action plan (CAP). The Warden and Medical Administrator shall be responsible for preparing and implementing a CAP within 30 days of exit. It is recommended that appropriate institutional staff coordinate with the Office of Court Compliance (OCC) Field Correctional Counselor II in developing the CAP. The unsigned CAP shall be forwarded to the OCC and the Office of Audits and Compliance Correctional Administrators.

A. DPP POLICY (88%)

- 1.a. The Warden's binder does not contain all required documents. The binder is missing the current revision of the Operational Procedure FMD-0100.

B. DPP MISSION (100%)

C. DPP TRAINING (95%)

D. DPP PROCESS VERIFICATION (82%)

A total of 80 central files (C-File) were reviewed.

9. The Classification Committee did not consider the inmate's limitations as documented in the Medical Chrono, Psych., Dental, CDC Form 128-C or Comprehensive Accommodation Chrono, CDC Form 7410, during program assignments.

12 relevant C-Files reviewed, 9 correct ~ (75%)

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12. Inmates designated as DPH, DPS, DNH and DNS are not interviewed within 14 days of arrival or being identified as DPH, DPS, DNH or DNS to determine the inmates' primary and secondary methods of communication.

3 relevant C-Files reviewed, 2 correct ~ (67%)

14. The CDC Form 1515 (Rev 05/01), Notice & Condition of Parole, does not document effective communication or accommodations provided to vision, hearing and speech disabled inmates and inmates on the Learning Disability (LD) and Test of Adult Basic Education (TABE) 4.0 or Lower List.

4 relevant C-Files reviewed, 0 correct ~ (0%)

E. PHYSICAL PLANT AND MAINTENANCE (72%)

- 1.c. The WOC do not have the current revision of the Operational Procedure FMD-0100.

12 WOC'S reviewed, 7 current ~ (58%)

2. Work Order request forms were unavailable to facility/housing unit staff.

6 Facilities reviewed, 0 correct ~ (0%)

3. Employees completing Americans with ADA W/R forms do not note "ADA" on the upper portion of the request form, sign, and route the request forms to their supervisor during their shift.

- a. Note as ADA

3 relevant W/R's reviewed, 0 correct ~ (0%)

- b. Signed and routed.

28 relevant W/R's reviewed, 22 correct ~ (79%)

6. Department supervisors are required to review the W/R forms for accuracy, sign, and route the originals to the WOC's in a timely manner.

- b. Routed timely to WOC

25 reviewed, 15 routed timely ~ (60%)

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7. ADA W/R's are not entered in the Standard Automated Preventive Maintenance system (SAPMS) correctly.
 - c. W/R's must be input within 24 hours of receipt.
4 W/R's reviewed, 1 entered timely ~ (25%)
 - d. ADA is not noted on upper portion of the Work Order.
4 W/R's reviewed, 3 correct ~ (75%)
 - e. Program log numbers are not reflected on Work Orders.
4 work orders reviewed, 3 containing Program log numbers ~ (75%)
 - f. Work Orders did not contain asset number.
4 Work Requests reviewed, 2 correct ~ (50%)
9. The ADA Coordinator does not track, follow-up and monitor the status of ADA repairs.
4 Work Requests reviewed, 2 correct ~ (50%)
11. The institution Asset/Feature Inventory Report was not updated to reflect the actual asset/feature.
10 asset/features reviewed, 8 correct ~ (80%)

F. APPEALS (87%)

9. Temporary (interim) accommodations were not granted when appropriate.
4 Relevant reviewed, 2 correct ~ (50%)
12. Rejected appeals were not rejected based on the criteria in Armstrong Remedial Plan (ARP) IV.1.23.b ; California Code of Regulations (CCR) 3084.3 (c).
40 Relevant reviewed, 33 correct ~ (83%)

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13. When the appeal issue involved a major life activity, safety, effective communication for due process or medical, or otherwise meets the criteria outlined in CCR 3084.7a, it was not processed as an emergency appeal (waived First Level and Second Level completed within 5 working days).

5 Relevant appeals reviewed, 1 correct ~ (20%)

G. HOUSING (94%)

1. The Disability and Effective Communication (DEC) DPP housing rosters are not distributed to the housing unit, medical housing, medical, dental and mental health clinics, and principal on a weekly basis.

Education/Vocation Supervisor: 1 area reviewed with 0 correct ~ (0%).

H. EFFECTIVE COMMUNICATION (69%)

7. EC is not documented for inmates with vision, hearing, and speech disabilities and inmates on LD and TABE 4.0 or Lower Lists on the following due process documents: Notice of Classification Hearing, CDC Form 128-B-1; Classification Chrono, CDC Form 128-G; Rules Violation Report, CDC Form 115 (initial copy issuance, Hearing disposition and final copy issuance), Investigative Employee Reports and Administrative Segregation Unit Placement Notice, CDC Form 114-D, (ARP II.E.2 and Effective Communication Memorandum Revised, dated October 22, 2003).

- b. Notice of Classification Hearings (CDC 128 B-1)

- b3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.

51 128B-1's reviewed, 43 correct ~ (84%)

- c. Administrative Segregation Unit Placement Notice (CDC 114-D)

- c2. If assistance/accommodation was required, it was not provided.

5 114-D's reviewed, 0 correct ~ (0%)

- c3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.

5 114-D's reviewed, 0 correct ~ (0%)

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- d. Rules Violation Report (CDC 115)
 - d2. If assistance/accommodation was required, it was not provided.
6 115's reviewed, 0 correct ~ (0%)
 - d3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.
6 115's reviewed, 0 correct ~ (0%)
- 8. Health care providers do not document EC for clinical encounters with DPH, DPV, DPS and inmates on the LD and TABE 4.0 or Lower Lists.
 - a. Medical
 - a2. If assistance/accommodation was required, it was not provided.
64 documented encounters, 5 correct ~ (8%)
 - a3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.
64 documented encounters, 6 correct ~ (9%)
 - b. Dental
 - b2. If assistance/accommodation was required, it was not provided.
23 documented encounters, 2 correct ~ (9%)
 - b3. If assistance/accommodation was provided, staff did not document how they determined the inmate understood.
23 documented encounters, 1 correct ~ (4%)
 - c. Mental Health
 - c2. If assistance/accommodation was required, it was not provided.
53 documented encounters, 14 correct ~ (26%)
 - c3. If assistance/accommodation was provided, staff did not document how they determined that the inmate understood.
53 documented encounters, 9 correct ~ (17%)

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I. DISABILITY VERIFICATION (93%)

3. Section F (if applicable) of the CDC Form 1845, Disability Placement Program Verification, was not completed correctly.

18 relevant CDC 1845's reviewed, 15 correct ~ **(83%)**

J. DEC SYSTEM (100%)

K. ACCESSIBILITY OF PROGRAMS (92%)

1. The following applies to Transportation and Receiving and Release operations.

- c. Health Care Appliances are not listed on the inmate's property card.

10 property cards reviewed, 0 correct ~ **(0%)**

2. The following information was not included in the orientation for all inmates:

- j. Information regarding emergency alarms, evacuations, written announcements and notices were not contained in the orientation booklet.

3. Orientation is not communicated effectively (alternate formats).

4 areas reviewed, 0 correct ~ **(0%)**

CALIFORNIA DEPARTMENT OF CORRECTIONS REHABILITATION
OFFICE OF AUDITS AND COMPLIANCE
DISABILITY PLACEMENT PROGRAM
COMPLIANCE REVIEW

March 10, 2010

OPERATIONAL PROCEDURES

Mule Creek State Prison (MCSP) did not attach the approved applicable forms (i.e. CDCR 2184, 2185, 2186 and 2187) to the FMD 0100 in accordance to the memorandum issued by the Division of Adult Institutions (DAI), Office of Court Compliance (OCC), and Facilities Management Division (FMD) on June 30, 2009. Additionally, 40 percent of the 12 designated Work Order Coordinators do not maintain the current version of the policy.

IMPACT: This condition violates the remedial plan and results in difficulties identifying current operational procedures. Processes may not be standardized. Lastly, this condition may make training difficult.

DPP ASSETS/FEATURES

Mule Creek State Prison's current identification/assessment of DPP assets/features is overstated when compared to the requirements established by the DAI, OCC and FMD in their memorandums dated May 5, 2008 and September 17, 2008. For example, 345 (i.e. 72 percent) of the 479 assets inventoried are irrelevant to the injunction. Additionally, an ongoing assessment is not conducted. The compliance team determined by validation that 2 of 10 relevant assets/features had been modified and or changed.

IMPACT: This condition violates the remedial plan and results in difficulties tracking, monitoring, repairing and or replacing ADA accessible assets/features.

ADA COORDINATOR

Unit Supervisors are forwarding the original work request (i.e. CDCR 2184) to Plant Operations but not forwarding a copy to the ADA Coordinator as required by the DAI, OCC and FMD in their memorandum issued on April 28, 2008.

IMPACT: This condition violates the remedial plan and priorities may not be established. This condition could also result in late detection of errors, an increase the probability of inmates filing grievances.

WORK ORDER COORDINATORS (WOC)

Log books are not standardized throughout MCSP as required by FMD 0100. For example, program log numbers are not always used. Based on the FMD 0100, the responsibility of the WOC will be to track all work request submitted by their department. This will be accomplished by maintaining a log book.

IMPACT: This condition violates the remedial plan and **processes** are not standardized. Also, training may be difficult.

DISABILITY CODES AND DEFINITIONS

Inmate Requires Special Placement at Designated DPP Facility	Inmate Does Not Requires Special Placement and May be Placed at any Facility According to Case Factors
DPW -Full time Wheelchair User Requires wheelchair accessible housing and path of travel	No corresponding category.
DPO -Intermittent Wheelchair User Requires lower bunk, wheelchair accessible path of travel and does not require wheelchair accessible cell.	No corresponding category.
DPM - Mobility Impairment-With or without assistive devices (wheelchairs shall not be prescribed). Orthopedic, neurological or medical condition that substantially limits ambulation (cannot walk 100 yards on a level surface without pause). Requires lower bunk, no triple bunk, and no stairs in path.	DNM -Mobility Impairment (lower extremities) Walks 100 yards without pause with or without assistive devices.
DPH -Deaf/Hearing Impairment Must rely on written communication, lip reading, or signing as residual hearing with assistive devices will not enable them to hear, understand, or localize emergency warning or public address announcements.	DNH -Hearing Impairment With residual hearing at a functional level with hearing aid(s).
DPV -Blind/Vision Impairment Not correctable to central vision of better than 20/200 with corrective lens in at least one eye.	No corresponding category.
DPS -Speech Impairment Does not communicate effectively speaking or in writing.	DNS -Speech Impairment Does not communicate effectively speaking, but does when writing.

GLOSSARY

ADA	American with Disability Act
ADL	Assistant with Daily Living
ARP	Armstrong Remedial Plan
ASU	Administrative Segregation Unit
BPH	Board of Parole Hearings
CAP	Corrective Action Plan
CC	Correctional Counselor
CCR	California Code of Regulations
C-File	Central File
CDC 114-D	Administrative Segregation Unit Placement Notice
CDC 115	Rules Violation Report
CDC 128-B	General Chrono
CDC 128-B1	Notice of Classification Hearing
CDC 128-C	Chrono Medical, Psych., Dental
CDC 128-G	Chrono Classification (Regular)
CDC 611	Release Study Program/Parole Assessment
CDC 1845	Disability Placement Program Verification
CDC 7410	Comprehensive Accommodation Chrono
CDCR 602	Inmate/Parolee Appeal English
CDCR 816	Reception Center Readmission Summary
CDCR 1515	Notice & Conditions of Parole
CDCR 1824	Reasonable Modification or Accommodation Request
CMO	Chief Medical Officer
CPMP	Community Prisoner Mother Programs
C&PR	Classification and Parole Representative
DEC	Disability Effective Communication
DPP	Disability Placement Program
DNx	Disability Not Impacting Placement
DPx	Disability Impacting Placement
DTF	Drug Treatment Furlough
EC	Effective Communication
EFF. COMM.	Effective Communication
FMD	Facilities Management Division
FTTP	Foreign Prisoner Transfer Treaty Program
GP	General Population
HCA	Health Care Appliance
ISRS	Institutional Staff Recommendation Summary
LD	Learning Disability
LOP	Local Operational Procedures
MOHU	Mental Health Outpatient Housing Unit
OCC	Office of Court Compliance
PG	Privilege Group

PHU	Protective Housing Unit
PLO	Prison Law Office
PSU	Psychiatric Services Unit
RBG	Rosen Bien and Galvan, LLP
RC	Reception Center
R&R	Receiving and Release
SA	Staff Assistant
SAPMS	Standard Automated Preventive Maintenance System
SHU	Security Housing Unit
TABE	Test of Adult Basic Education
TTY	Teletype Writer
UHR	Unit Health Record
VHS	Vision/Hearing/Speech
WO	Work Order
WOC	Work Order Coordinator
W/R	Work Request

**Mule Creek State Prison
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Institutional Summary		Value	Score	Success
		2015	1678	83%
A.	DPP POLICY	80	70	88%
B.	DPP MISSION	30	30	100%
C.	DPP TRAINING	170	162	95%
D.	DPP PROCESS VERIFICATION	110	90	82%
E.	PHYSICAL PLANT AND MAINTENANCE	460	330	72%
F.	APPEALS	270	235	87%
G.	HOUSING	85	80	94%
H.	EFFECTIVE COMMUNICATION	315	218	69%
I.	DISABILITY VERIFICATION	180	168	93%
J.	DEC SYSTEM	60	60	100%
K.	ACCESSIBILITY OF PROGRAMS	255	235	92%

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

A. DPP POLICY

		Value	Score
1. Are the ARP, Armstrong court related documents, and departmental memoranda contained in the Hiring Authority Binder?			
a. Warden	<input type="text" value="N"/>	<input type="text" value="10"/>	<input type="text" value="0"/>
b. Health Care Manager/CMO	<input type="text" value="y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
2. Do Local Operational Procedures (LOPs) include the following for inmates with disabilities? (ARP IV.I.2b, 5, 6, 8, & 10)			
a. Modification of standing count procedures for mobility impaired inmates	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Search procedures for mobility impaired inmates and prosthetic limbs	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
c. Telephone/TTY Procedure	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
d. Evacuation Procedure	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
3. Does the institution have a written plan for alternate DPW ASU:			
a. Housing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Yard accessibility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Shower	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Is the current DPP Disability Effective Communication (DEC) Roster in the Hiring Authority Binder?			
a. Warden	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Health Care Manager/CMO	<input type="text" value="y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
	Total	<input type="text" value="80"/>	<input type="text" value="70"/>

B. DPP MISSION

1. Is the Institution's DPP mission contained in the Hiring Authority Binder?			
a. Warden	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. Health Care Manager/CMO	<input type="text" value="y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
2. Is an ADA Coordinator identified and is he/she at an Associate Warden/Correctional Administrator level or higher?	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Is the DPP Teacher position(s) filled?	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Are DPP responsibilities included in duty statements for the following?:			
a. ADA Coordinator	<input type="text" value="Y"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
b. DPP Teacher	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Is the staff Sign Language Interpreter position filled, or has the institution made efforts to fill the position where required?	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Total	<input type="text" value="30"/>	<input type="text" value="30"/>

**Mule Creek State Prison
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C.) DPP Training

					Value	Score
1.	Have staff received formal DPP training with a DPP Lesson Plans to include the following?:					
	a. Overview: A-0554 (All Staff)					
	Number of Staff Requiring Training	1276	Number of Staff Trained	1210	95%	20 19
	b. Custody: A-0556 (Custody and Correctional Counselor Staff)					
	Number of Staff Requiring Training	726	Number of Staff Trained	723	100%	20 20
	c. Classification: A-0555 (Correctional Counselor Staff)					
	Number of Staff Requiring Training	35	Number of Staff Trained	33	94%	20 19
	d. Health Care: A-0557 (Medical, Mental Health, Dental Staff)					
	Number of Staff Requiring Training	276	Number of Staff Trained	265	96%	20 19
2.	Have designated staff received formal training in each of the following?:					
	a. Health Care Appliances: A-1170 (Custody Staff in ASU/SHU/R&R/Transportation)					
	Number of Staff Requiring Training	69	Number of Staff Trained	61	88%	20 18
	b. Effective Communication: A-1171 (Correctional Counselors/Health Care Staff)					
	Number of Counseling Requiring Training	35	Number of Staff Trained	34	97%	20 19
	Number of Health Care Staff Requiring Training	276	Number of Staff Trained	255	92%	20 18
3.	Does training for Staff Assistants include the policy for determining and documenting effective communication for inmates with hearing, vision, speech impairments and inmates on the LD and TABE 4.0 or Lower lists?				y	10 10
4.	Does training for Investigative Employees include the policy for determining and documenting effective communication for inmates with hearing, vision, speech impairments and inmates on the LD and TABE 4.0 or Lower lists?				y	10 10
5.	Does training for Hearing Officers and Senior Hearing Officers include existing policy for determining and documenting effective communication for inmates with hearing, vision, speech impairments and inmates on the LD and TABE 4.0 or Lower lists?				y	10 10
	Total					170 162

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D. DPP PROCESS VERIFICATION

						Value	Score			
1.	Does the bus screening process include an interview to determine whether the inmate has a disability?									
	Number Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10		
10	10									
2.	If the interview indicates that the inmate may have a disability, does the nurse refer the inmate for medical verification if needed?									
	Number Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10		
10	10									
3.	Does the Institution Staff Recommendation Summary (ISRS) or the CDC 816, RC Readmission Summary contain information about the inmate's disability?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									
4.	If the RC stay is extended and the inmate is DPX or dialysis, is there a CDC 128G addressing the Privilege Group (PG) on the 61 st day?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									
5.	If extended stay privileges have been granted, are inmates receiving their privileges?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									
6.	Are inmates who have impacting disabilities transferred within seven days from a Reception Center with a mission that is inconsistent with the inmate's disability?					<table><tr><td>0</td></tr></table>	0	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0										
0	0									
7.	Is the Expedited Transfer process being followed for General Population inmates that have disabilities that impact their placement?					<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>10</td><td>10</td></tr></table>	10	10
Y										
10	10									
8.	Is there a CDC Form 128 G documenting DPx or DNx status and placement?									
	Number Reviewed	<u>48</u>	Number OK	<u>42</u>	<u>88%</u>	<table><tr><td>10</td><td>9</td></tr></table>	10	9		
10	9									
9.	Does the Classification Committee consider the inmate's limitations as documented in the CDC Form 128C or CDC 7410 when considering program assignments?									
	Number Reviewed	<u>12</u>	Number OK	<u>9</u>	<u>75%</u>	<table><tr><td>10</td><td>8</td></tr></table>	10	8		
10	8									
10.	Are DPP inmates evaluated for community-based programs (Camp, FTTP, DTF, CPMP) based on the application of criteria in ARP II.H and IV. K.?									
	Number Reviewed	<u>29</u>	Number OK	<u>29</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10		
10	10									
11.	If the DPx inmate is on Medically Unassigned or Medically Disabled status, is there a CDC Form 128G reflecting a classification committee's review of limitations listed on a CDC Form 128 C and/or CDC Form 7410?									
	Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0		
0	0									

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D. DPP PROCESS VERIFICATION

Value Score

12 Are inmates designated as DPH, DPS, DNH, and DNS interviewed within 14 days of arrival or of being identified as DPH, DPS, DNH or DNS to determine the inmates' primary and secondary methods of communication?
Number Reviewed 3 Number OK 2 67%
Comments:

20	13
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13. Does the CDC Form 611 (Rev 05/01) or CDC Form 128B, ADA Documents for Transition to Parole, appropriately reflect all documents in the Central File that verify disabilities?

Number Reviewed 3 Number OK 3 100%
Comments:

20	20
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14 Does the CDC Form 1515 (Rev 05/01) document effective communication and accommodations provided to vision, hearing and speech disabled inmates and inmates on the LD and TABE 4.0 or Lower lists?

Number Reviewed 4 Number OK 0 0%
Comments:

10	0
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Total	110	90
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**Mule Creek State Prison
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E. PHYSICAL PLANT AND MAINTENANCE

							Value	Score		
1.	Do the following institutional managers and staff have the current revision of the Operational Procedure FMD-0100?									
	a. ADA Coordinator						<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td></tr></table>	20
Y										
20										
	b. Correctional Plant Manager						<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td></tr></table>	20
Y										
20										
	c. Work Order Coordinators	<u>7</u>	No. OK	<u>12</u>	Total WOC	58%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>12</td></tr></table>	12
20										
12										
2.	Are work request forms available to Facility/Housing Unit staff:	<u>0</u>	No. OK	<u>6</u>	Total Facilities	0%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>0</td></tr></table>	0
20										
0										
3	Do employees complete ADA work request forms by noting "ADA" on the upper portion of the request, as well as signing and routing the forms to their supervisor during their shift?									
	a. Note as ADA	<u>0</u>	No. OK	<u>3</u>	Total ADA W/R	0%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>0</td></tr></table>	0
20										
0										
	b. Sign and Route	<u>22</u>	No. OK	<u>28</u>	Total ADA W/R	79%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>16</td></tr></table>	16
20										
16										
4	Have employees and supervisors properly categorized work requests as ADA work requests?	<u>24</u>	No. OK	<u>28</u>	Total W/R	86%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>17</td></tr></table>	17
20										
17										
5	Do the Work Order Coordinators (WOCs) assign the Work Request an ADA program log number and maintain a copy of Work Requests submitted by their department?									
	a. Assign each ADA Work Request with an ADA program log number?	<u>26</u>	Assigned Correctly	<u>28</u>	Total ADA W/R	93%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>19</td></tr></table>	19
20										
19										
	b. Maintain a copy of all ADA Work Requests submitted by their departments?	<u>11</u>	No. OK	<u>12</u>	Total WOC	92%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>18</td></tr></table>	18
20										
18										
	c. Send copy of Work Requests to ADA Coordinator?	<u>7</u>	No. OK	<u>8</u>	Total WOC	88%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>18</td></tr></table>	18
20										
18										
	d. Maintain a program log book or acceptable tracking alternative?	<u>11</u>	No. OK	<u>12</u>	Total WOC	92%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>18</td></tr></table>	18
20										
18										
6	Do the department supervisors review the work request forms for accuracy, as well as sign and route the originals to the Work Order Coordinator within the same day the work request was received or by the next business day if the work request was submitte									
	a. Supervisor review and sign	<u>26</u>	No. OK	<u>26</u>	Total ADA W/R	100%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>20</td></tr></table>	20
20										
20										
	b. Route timely to WOC	<u>15</u>	No. OK	<u>25</u>	Total ADA W/R	60%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>12</td></tr></table>	12
20										
12										
7	Are all the ADA work requests for repairs input into the SAPMS system correctly?									
	a. Does the institution have a designated SAPMS Manager to input Work Requests?						<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td></tr></table>	20
Y										
20										
	b. Does institution have at trained backup for the SAPMS Manager?						<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td></tr></table>	20
Y										
20										
	c. W/R input within 24 hours of receipt ?	<u>1</u>	No. OK	<u>4</u>	Total ADA W/O	25%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>5</td></tr></table>	5
20										
5										
	d. Is ADA noted on upper portion of the Work Order	<u>3</u>	No. OK	<u>4</u>	Total ADA W/O	75%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>15</td></tr></table>	15
20										
15										
	e. Program log number is reflected on Work Order?	<u>3</u>	No. OK	<u>4</u>	Total ADA W/O	75%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>15</td></tr></table>	15
20										
15										
	f. Work order contains asset number?	<u>2</u>	No. OK	<u>4</u>	Total ADA W/O	50%	<table><tr><td>20</td></tr></table>	20	<table><tr><td>10</td></tr></table>	10
20										
10										

Mule Creek State Prison
Disability Placement Program
Compliance Review

E. PHYSICAL PLANT AND MAINTENANCE

						Value	Score
g. DPP asset location identified on Work Order?							
	<u>4</u>	No. OK	<u>4</u>	Total ADA W/O	100%	<div>20</div>	<div>20</div>

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

E. PHYSICAL PLANT AND MAINTENANCE

						Value	Score
8	Do ADA work orders get generated for inmate appeals (1824/602) with legitimate claims of an inoperable ADA feature or asset?	<u>0</u>	No. Generated	<u>0</u>	Total Appeals	0%	<div>0</div> <div>0</div>
9	Does the ADA Coordinator track, follow-up and monitor the status of ADA repairs?					<div>N</div>	<div>20</div> <div>0</div>
10.	Does the ADA Coordinator track whether alternative/interim accommodations have been provided when ADA repairs have not been made within 24 hours?					<div>Y</div>	<div>20</div> <div>20</div>
11.	Is the Institution Asset/Feature Inventory Report updated to reflect the actual asset/feature?	<u>8</u>	No. OK	<u>10</u>	Total Appeals	80%	<div>20</div> <div>16</div>
						Total	<div>460</div> <div>330</div>

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

F. APPEALS

						Value	Score
1.	If the Appeals Coordinator position(s) was vacant at any time since January 18, 2007, was the vacancy filled within thirty days?					20	20
2.	If the Medical Appeals Analyst position(s) was vacant at any time since January 18, 2007, was the vacancy filled within thirty days?					20	20
3.	Are CDC Form 1824s available to inmates in the following areas?						
a.	GP housing units (including Mental Health)	20	Number OK	20	100%	10	10
b.	Medical Housing	1	Number OK	1	100%	10	10
c.	Libraries	0	Number OK	0	0%	0	0
d.	Law Library	4	Number OK	4	100%	10	10
e.	Special Housing	2	Number OK	2	100%	10	10
4.	Are appeal boxes emptied daily and the CDC Form 1824s forwarded to the Appeals Office? For prisons that do not have appeal boxes, are CDC Form 1824s routed through the institution mail, delivered to the mail room and forwarded to the Appeals Office daily?						
a.	GP housing units (including Mental Health)	20	Number OK	19	95%	10	10
b.	Medical housing	1	Number OK	1	100%	10	10
c.	Special Housing	2	Number OK	2	100%	10	10
5.	Are CDC 1824 response due dates assigned based upon the date the appeals office receives the appeal?						
	Number Reviewed	58	Number OK	53	91%	20	18
6.	Are CDC 1824s being sent to the appropriate division head for response?						
	Number Reviewed	61	Number OK	59	97%	20	19
7.	Are CDC 1824s referred to medical for verification when required?						
	Number Reviewed	46	Number OK	45	98%	20	20
8.	Are staff following the ARP process for medical verification?						
	Number Reviewed	46	Number OK	44	96%	20	19
9.	Are temporary (interim) accommodations granted when appropriate?						
	Number Reviewed	4	Number OK	2	50%	20	10
10.	Are the CDC 1824 responses complete, thorough and address all ADA issues?						
	Number Reviewed	58	Number OK	51	88%	20	18
	Comments:						

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

F. APPEALS

11. Are the CDC 1824s returned to the appellant within specified time frames?

a. 1 st Level Custody?	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>
b. 2 nd Level Custody?	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>
c. 1 st Level Medical?	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>
d. 2 nd Level Medical?	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>

12. If the appeal was rejected (not processed as ADA) was the rejection based upon the criteria in ARP IV.I.23.b; CCR 3084.3 (c)?

Number Reviewed	<u>40</u>	Number OK	<u>33</u>	<u>83%</u>
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13. If the appeal issue involved a major life activity, safety, effective communication for due process or medical, or otherwise meets the criteria outlined in CCR 3084.7a, was it processed as an emergency appeal?(Waived 1st Level and 2nd Level completed in 5 working days)

Number Reviewed	<u>5</u>	Number OK	<u>1</u>	<u>20%</u>
-----------------	----------	-----------	----------	------------

Value Score

0	0
0	0
0	0
0	0

20	17
----	----

20	4
----	---

Total

270	235
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**Mule Creek State Prison
Disability Placement Program
Compliance Review**

G. HOUSING

					Value	Score		
1.	Are the DEC DPP housing rosters distributed to the Housing Units, Medical Housing, Medical, Dental and Mental Health Clinics and the Principal at least weekly?							
	GP Housing Units	<u>20</u>	Number OK	<u>20</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Medical Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Clinics	<u>4</u>	Number OK	<u>4</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Education/Vocation Supervisor	<u>1</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>5</td><td>0</td></tr></table>	5	0
5	0							
	Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
2.	Are all DPP inmates housed according to their housing restrictions?							
	a. DPW cells/bed?							
	GP Housing Units (including Mental Health)	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0	0							
	Special Housing	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0	0							
	b.DPP with Lower Bunk Chrono?							
	GP Units reviewed	<u>19</u>	Number OK	<u>19</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10
10	10							
	Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10
10	10							
	c. DPP with Lower Tier Chrono?							
	GP Units reviewed	<u>18</u>	Number OK	<u>18</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10
10	10							
	Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	<table><tr><td>10</td><td>10</td></tr></table>	10	10
10	10							
	d. Ground floor?							
	GP Housing Units (including Mental Health)	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0	0							
	Special Housing	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0	0							
3.	Are the ADA posters (with the PLO & RBG addresses) displayed in locations that are in plain sight to the inmates.							
	GP Housing Units (including Mental Health)	<u>20</u>	Number OK	<u>20</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Medical Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Law Libraries Reviewed	<u>4</u>	Number OK	<u>4</u>	<u>100%</u>	<table><tr><td>5</td><td>5</td></tr></table>	5	5
5	5							
	Libraries Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	<table><tr><td>0</td><td>0</td></tr></table>	0	0
0	0							
	Total					<table><tr><td>85</td><td>80</td></tr></table>	85	80
85	80							

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

H. EFFECTIVE COMMUNICATION

Value Score

1. The following questions refer to the inmate libraries:

a. Does the law library contain materials in alternate formats, e.g., large print ARP, audio, Braille?

Reviewed 4 Number OK 4 100%

5	5
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b. Does the recreational library contain materials in alternate formats? e.g., large print ARP, audio, Braille?

Reviewed 0 Number OK 0 0%

0	0
---	---

c. Is there a written procedure for access to library equipment?

Reviewed 0 Number OK 0 0%

0	0
---	---

d. Are CDC Form 1824s available in the library?

Reviewed 4 Number OK 4 100%

5	5
---	---

e. Are electronic reader machines in good working condition, e.g. Galileo?

Reviewed 0 Number OK 0 0%

0	0
---	---

f. Does the library have a magnifier in good working condition?

Reviewed 4 Number OK 4 100%

5	5
---	---

2. Does the Education Department maintain a tracking system of TABE scores and distribute the TABE 4.0 or Lower List to the Division Heads weekly?

Y

20	20
----	----

3. Does the Division Head distribute the TABE 4.0 or Lower List to the appropriate staff?

Interviewed 5 Number OK 5 100%

20	20
----	----

4. Does the Education Department maintain an LD list and distribute it to all Division Heads on a weekly basis?

Y

20	20
----	----

5. Does the Division Head distribute the LD list to the appropriate staff?

Interviewed 5 Number OK 5 100%

20	20
----	----

6. Does the Education Department issue a CDC 128-B LD Chrono when an inmate is placed on the LD list?

Y

20	20
----	----

7. Is effective communication documented for inmates with vision, hearing and speech disabilities and inmates on LD and TABE 4.0 or Lower Lists on the following due process documents: Notice of Classification Hearing (CDC 128-B-1), Classification Chronos (CDC 128-G), Rule Violation Reports (CDC 115) (Hearing disposition and final copy issuance), Investigative Employee Reports and Administrative Segregation Placement (CDC 114-D)? (ARP II.E.2 and Eff. Comm. Memo Revised, dated October 22, 2003)

a. Classification Chronos (CDC 128 G)

a1. If the inmate waived or no assistance/accommodation was required, is it documented?

Reviewed 3 Number OK 3 100%

20	20
----	----

a2. If assistance/accommodation was required, was it provided?

Reviewed 43 Number OK 40 93%

10	9
----	---

a3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?

Reviewed 43 Number OK 40 93%

10	9
----	---

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

H. EFFECTIVE COMMUNICATION

					Value	Score
b. Notice of Classification Hearings (CDC 128 B-1)						
b1. If the inmate waived or no assistance/accommodation was required, is it documented?						
Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	20	20
b2. If assistance/accommodation was required, was it provided?						
Reviewed	<u>51</u>	Number OK	<u>45</u>	<u>88%</u>	10	9
b3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?						
Reviewed	<u>51</u>	Number OK	<u>43</u>	<u>84%</u>	10	8
c. Administrative Segregation Unit Placement Notices (CDC 114-D)						
c1. If the inmate waived or no assistance/accommodation was required, is it documented?						
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0
c2. If assistance/accommodation was required, was it provided?						
Reviewed	<u>5</u>	Number OK	<u>0</u>	<u>0%</u>	10	0
c3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?						
Reviewed	<u>5</u>	Number OK	<u>0</u>	<u>0%</u>	10	0
d. Rule Violation Report (CDC 115)						
d1. If the inmate waived or no assistance/accommodation was required, is it documented?						
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0
d2. If assistance/accommodation was required, was it provided?						
Reviewed	<u>6</u>	Number OK	<u>0</u>	<u>0%</u>	10	0
d3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?						
Reviewed	<u>6</u>	Number OK	<u>0</u>	<u>0%</u>	10	0
e. Investigative Employee Report						
e1. If the inmate waived or no assistance/accommodation was required, is it documented?						
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0
e2. If assistance/accommodation was required, was it provided?						
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0
e3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?						
Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

H. EFFECTIVE COMMUNICATION

					Value	Score
8	Are health care providers documenting effective communication for clinical encounters with DPH, DPV, DPS and inmates on the LD and TABE 4.0 or Lower Lists?					
	a. Medical (Generated at Institution):					
	a1. If the inmate waived or no assistance/accommodation was required, is it documented?					
	Reviewed	0	Number OK	0	0%	0 0
	a2. If assistance/accommodation was required, was it provided?					
	Reviewed	64	Number OK	5	8%	10 1
	a3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?					
	Reviewed	64	Number OK	6	9%	10 1
	b. Dental (Generated at Institution):					
	b1. If the inmate waived or no assistance/accommodation was required, is it documented?					
	Reviewed	0	Number OK	0	0%	0 0
	b2. If assistance/accommodation was required, was it provided?					
	Reviewed	23	Number OK	2	9%	10 1
	b3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?					
	Reviewed	23	Number OK	1	4%	10 0
	c. Mental Health (Generated at Institution):					
	c1. If the inmate waived or no assistance/accommodation was required, is it documented?					
	Reviewed	0	Number OK	0	0%	0 0
	c2. If assistance/accommodation was required, was it provided?					
	Reviewed	53	Number OK	14	26%	10 3
	c3. If assistance/accommodation was provided, did staff document how they determined that the inmate understood the communication?					
	Reviewed	53	Number OK	9	17%	10 2
9	Are staff in the housing units willing to assist inmates with reading or scribing documents related to CDCR programs, services, and activities?					
	GP Units	20	Number OK	20	100%	10 10
	Spec. Housing	2	Number OK	2	100%	10 10
10	Are Sign language interpreters provided to hearing and speech disabled inmates for due process events and clinical encounters when required?					
	a. Due Process					
	Reviewed	0	Number OK	0	0%	0 0
	b. Clinical Encounter					
	b.1 Medical (Generated at Institution):					
	Reviewed	0	Number OK	0	0%	0 0
	b.2 Dental (Generated at Institution):					
	Reviewed	0	Number OK	0	0%	0 0
	b.3 Mental Health (Generated at Institution):					
	Reviewed	0	Number OK	0	0%	0 0
Total					315	218

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

I. DISABILITY VERIFICATION

					Value	Score
1.	Is Section B of the CDC Form 1845 completed correctly?					
	Number Reviewed	<u>40</u>	Number OK	<u>40</u>	<u>100%</u>	
					10	10
2.	Is section C and/or D of the CDC Form 1845 completed correctly?					
	Number Reviewed	<u>24</u>	Number OK	<u>24</u>	<u>100%</u>	
					10	10
3.	Is Section F (if applicable) of the CDC Form 1845 completed correctly?					
	Number Reviewed	<u>18</u>	Number OK	<u>15</u>	<u>83%</u>	
					10	8
4.	Is there a corresponding CDC 128C or CDC 7410 listing physical limitations or assistance with daily living needs?					
	Unit Health Record	<u>3</u>	Number OK	<u>3</u>	<u>100%</u>	
		<u>22</u>	Number OK	<u>22</u>	<u>100%</u>	
					10	10
					10	10
5.	Is the CDC 128B EC Chrono attached to the CDC 1845 for inmates with hearing and speech disabilities in the C File and UHR?					
	Unit Health Record	<u>12</u>	Number OK	<u>12</u>	<u>100%</u>	
	Central File	<u>25</u>	Number OK	<u>25</u>	<u>100%</u>	
					10	10
					10	10
6.	Is there a written procedure for performing maintenance, repairs and replacement of health care appliances (excluding wheelchairs)?				Y	
					10	10
7.	Are staff following the written procedure for performing maintenance, repairs and replacement of health care appliances (excluding wheelchairs)?					
	Number Reviewed	<u>4</u>	Number OK	<u>4</u>	<u>100%</u>	
					10	10
8.	Is there a written procedure for performing maintenance, repairs and replacement of wheelchairs?				Y	
					10	10
9.	Are staff following the written procedure for performing maintenance, repairs and replacement of wheelchairs?					
	Medical	<u>4</u>	Number OK	<u>4</u>	<u>100%</u>	
					10	10
10.	Are hearing aid batteries and other health care supplies, e.g., catheters, diapers, (not wheelchairs) etc., readily available for inmates as prescribed by Health Care Services?					
	GP Housing	<u>19</u>	Number OK	<u>19</u>	<u>100%</u>	
	Medical Housing	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	
	Special Housing	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	
	Medical Clinics	<u>4</u>	Number OK	<u>4</u>	<u>100%</u>	
					10	10
					10	10
11.	For specialized housing units, does medical staff monitor the health condition of an inmate whose appliance is taken away?					
	Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	
					10	10
12.	Are special order health care appliances delivered to the inmate within 10 days of arrival to the institution?					
	Number Reviewed	<u>1</u>	Number OK	<u>0</u>	<u>0%</u>	
					10	0
13.	Are prescribed health care appliances approved by the Correctional Captain and Health Care Managers or designee for approval?				y	
					10	10
Total					180	168

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

J. DEC SYSTEM

		Value	Score			
1.	Is the C&PR and/or CCIII/RC using the DEC to track DPP inmates based on the CDC 1845? Comments:	<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td><td>20</td></tr></table>	20	20
Y						
20	20					
2.	Are CDC 1845s received by the C&PR and/or CCIII/RC within 72 hours of verification or the inmate's arrival from another institution? Comments:	<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td><td>20</td></tr></table>	20	20
Y						
20	20					
3.	Are CDC 1845s entered into the DEC within 24 hours of receipt? Comments:	<table><tr><td>Y</td></tr></table>	Y	<table><tr><td>20</td><td>20</td></tr></table>	20	20
Y						
20	20					
	Total	<table><tr><td>60</td><td>60</td></tr></table>	60	60		
60	60					

**Mule Creek State Prison
Disability Placement Program
Compliance Review**

K. ACCESSIBILITY OF PROGRAMS

						Value	Score
1.	The following questions apply to Transportation and Receiving and Release operations.						
	a.	Are inmates transported with their health care appliances?					
		Number Reviewed	1	Number OK	1	100%	
						10	10
	b.	Are inmates allowed to retain their health care appliances?					
		Number Reviewed	1	Number OK	1	100%	
						10	10
	c.	Are health care appliances listed on the inmate's property card?					
		Number Reviewed	1	Number OK	0	0%	
						10	0
	d.	Are inmates initially housed according to their housing restrictions?					
		Number Reviewed	0	Number OK	0	0%	
						0	0
	e.	Are accessible vehicles used for inmates who require assistance?					
		Number Reviewed	1	Number OK	1	100%	
						10	10
2.	Is the following information included in orientation for all inmates?						
	a.	The purpose of the Disability Placement Program.				Y	5 5
	b.	Availability of the CCR, ARP and similar printed materials in accessible formats.				Y	5 5
	c.	Accommodations available to qualified inmates, e.g. sign language interpreters for due process events and clinical contacts				Y	5 5
	d.	Availability of TTYs and volume controlled phones.				Y	5 5
	e.	Access to inmate/staff scribes or readers and availability of of specialized library equipment.				Y	5 5
	f.	The CDC 1824 process.				Y	5 5
	g.	The process of personal notification by staff of visits, ducats, etc.				Y	5 5
	h.	Access to closed captioned TV in the housing unit.				0	0 0
	i.	Verified case-by-case medical exceptions to institutional count procedures.				N	5 0
	j.	Information regarding emergency alarms, evacuations, written announcements and notices.				Y	5 5
3.	Is orientation communicated effectively (alternate formats)?						
		Number Reviewed	4	Number OK	0	0%	5 0
4.	Is the institution utilizing a separate TTY sign in sheet?						
		Number Reviewed	21	Number OK	20	95%	5 5
5.	Is access to the TTY phone the same as the regular telephone?						
		Number Reviewed	21	Number OK	21	100%	5 5
6.	Indicate which program features are available to disabled inmates in general population?						
	a.	TV - closed captioning (VHS institutions)					
		Number Reviewed	0	Number OK	0	0%	0 0

**Mule Creek State Prison
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Compliance Review**

K. ACCESSIBILITY OF PROGRAMS

					Value	Score
b. Inmate Assistants (designated mobility & V,H,S institutions)						
Number Reviewed	0	Number OK	0	0%	0	0
c. Volume Control Telephones						
Number Reviewed	20	Number OK	20	100%	5	5
d. Shower chairs						
Number Reviewed	20	Number OK	20	100%	5	5
7. Do the POST Orders include the following DPP information?						
a. Announcing count, movement, etc. for DPH and DPV inmates						
Number Reviewed	22	Number OK	22	100%	5	5
b. Emergency/Evacuation Procedures						
Number Reviewed	22	Number OK	22	100%	5	5
8. Are ID Photos of DPx inmates kept with current housing unit rosters?						
Number Reviewed	1	Number OK	1	100%	10	10
9. Is the institution complying with the Identification Vest Policy?						
Number Reviewed	23	Number OK	22	96%	10	10
10. Do inmates that are temporarily housed in a health care setting due to lack of accessible housing or require assistance with daily living (ADL) have reasonable access to equivalent programs and activities consistent with their custody and privilege groups?						
Number Reviewed	1	Number OK	1	100%	10	10
11. Are inmate body searches conducted pursuant to policy and include special accommodations for DPW/DPM/DPO inmates and inmates with prosthetic limbs?						
Number Reviewed	22	Number OK	22	100%	5	5
12. The following questions refer to health care appliances in ASU/SHU/PSU/PHU /MOHU and Condemned:						
a. Are appliances permitted for in-cell use?						
Number Reviewed	2	Number OK	2	100%	10	10
b. If permitted and removal becomes necessary:						
i. Is the removal due to an immediate direct threat, or collected as evidence for a crime or investigation?						
Number Reviewed	2	Number OK	2	100%	10	10
ii. Does custody staff contact medical staff for an evaluation for alternate in-cell accommodation?						
Number Reviewed	2	Number OK	2	100%	10	10

**Mule Creek State Prison
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K. ACCESSIBILITY OF PROGRAMS

					Value	Score
iii. Is the warden or designee contacted for approval?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
iv. Does the ICC confirm the removal?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
v. Is the HCA or interim accommodation available to the inmate for in cell and out of cell use as prescribed?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
c. Is the HCA poster in staff view?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
d. When a HCA is retained for out of cell use, is it stored in an area accessible for staff to retrieve for the inmate's use?						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	10	10
13. Indicate which program features are accessible to disabled inmates within the ASU:						
a. Law Library						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	5	5
b. Exercise program						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	5	5
c. Shower chairs						
Number Reviewed	<u>2</u>	Number OK	<u>2</u>	<u>100%</u>	5	5
14. Does visiting contain volume controlled phones or writing materials for inmates and the public?						
Number Reviewed	<u>0</u>	Number OK	<u>0</u>	<u>0%</u>	0	0
15 Is there a TTY device available for inmates in the BPH Conference Room?						
Number Reviewed	<u>1</u>	Number OK	<u>1</u>	<u>100%</u>	5	5
Total					255	235